27 September 2016

To:

JOIE ANN DAMASCO
DNATA TRAVEL
DUBAI
UAE

RE: **Resignation**

Dear Joie,

Please accept this letter as my formal notice of resignation from dnata Travel Inc., effective 18 October, 2016. I would like to render my last working day on Thursday, 29th September, and utilise my remaining leave days, which are 13 in total, from 30th September until 17th October. I would appreciate your kind consideration in approving this.

dnata, being my first employer upon obtaining my bachelor's degree, has served as the fundamental stepping-stone for me to acquire the experience and additional knowledge that I need in the professional world. I am truly thankful for everything that I have achieved through the company, and shall always look back to everyone who has helped me grow exponentially during my stay.

Thank you so much and I look forward to hearing from you with regards to the dates requested as aforementioned.

Sincerely,

JALYN DAVID

APPROVED
29/9/16